



Cumberland Metropolitan Police Department

Administration Division

11501 E. Washington Street, Cumberland, IN 46229

Main Office | (317) 894-3525

Fax | (317) 894-5207

Request for Public Records

Access to Public Records

It is the public policy of Indiana's Access to Public Records Act ("APRA"), Ind. Code 5-14-3 et seq., that "providing persons with information is an essential function of a representative government and an integral part of the routine duties of public officials and employees, whose duty it is to provide the information." Ind. Code 5-14-3-1. Accordingly, any person has the right to inspect and copy public records during regular business hours unless the records are protected from disclosure as confidential or otherwise exempt under the APRA. Please note that APRA does not obligate public agencies to respond to questions. As such, please do not use this form to submit questions as the Cumberland Metropolitan Police Department (CMPD) will not respond. Should you have questions concerning CMPD, please contact the main office number where your inquiry will be directed to the appropriate division.

Requestor Information

(All Information is Required for the Request to be Processed. Please Print Clearly)

REQUESTOR NAME: _____ DATE: _____

ADDRESS: _____
CITY STATE ZIP CODE

TELEPHONE NUMBER: _____ EMAIL: _____

Type of Records Requested

(Please be as detailed and specific about your request as possible.)

TYPE OF REQUEST: _____

CASE NUMBER (IF AVAILABLE): _____ DATE OF INCIDENT: _____

NAME OF DRIVER, PROPERTY OWNER, OR INVOLVED PERSON: _____

WHAT IS YOUR INVOLVEMENT IN THIS CASE/INCIDENT? (PLEASE CIRCLE A SELECTION OR FILL IN BELOW)

- VICTIM DRIVER, PASSENGER, PEDESTRIAN PROPERTY OWNER DEFENDANT
- PARENT/GUARDIAN OF INVOLVED JUVENILE WITNESS INSURANCE REPRESENTATIVE
- ATTORNEY (SIGNED AUTHORIZATION IS REQUIRED) OTHER PARTY OF INTEREST (*SPECIFY BELOW*)

DOCUMENTS REQUESTED

(Please be as detailed and specific about your requested documents as possible.)

REQUESTOR'S SIGNATURE (REQUIRED): _____

PLEASE SEE IMPORTANT INFORMATION REGARDING YOUR REQUEST ON REVERSE SIDE

IMPORTANT INFORMATION REGARDING YOUR REQUEST (As Stipulated Under APRA Ind. Code 5-14-3 et seq.)

- **Police Reports / Incident Reports that are still “Open”, under investigation, have charges pending, or cases that have not been adjudicated in court are NOT subject to disclosure.**
- **Police Reports / Incident Reports that are releasable will be provided to the requesting party in a reasonable amount of time. The requesting party will be contacted by CMPD Administration Division when the information is ready for pick up. The requesting party must retrieve the record(s) requested within three (3) days of being contacted by CMPD or the record(s) will be destroyed and another request form will be required.**
- **NO PHONE REQUESTS WILL BE ACCEPTED**
- **INCOMPLETE REQUESTS WILL NOT BE PROCESSED**
- **Every attempt will be made to provide the requested records in a timely manner. APRA allows the public body a reasonable amount of time to respond to a records request. The amount of time that is reasonable will depend upon the volume of the records requested, the staff available to respond to the records request, and the difficulty in determining whether any of the records are exempt from disclosure.**
- **Confidential information will be redacted or “blacked out” in accordance with victim, witness, and juvenile privacy laws, or as provided by Exceptions to the Public Records Statute.**
- **The requesting party may be charged a fee for processing the requesting information and for materials (i.e. paper, CDs, etc.) based upon Town of Cumberland Ordinance Scheduling Fees.**

Please return this form to the Cumberland Metropolitan Police Department via hand deliver, e-mail, or fax.